



FLORIDA STATE UNIVERSITY  
 OFFICE OF HUMAN RESOURCES  
 282 Champions Way  
 PO Box 3062410  
 Tallahassee, FL 32306-2410  
 Phone: (850) 644-6034  
 Fax: (850) 645-4670

**TO:** Deans, Directors, Department Heads, and Department Representatives

**FROM:** Renisha Gibbs, Assistant Vice President for Human Resources and Finance & Administration Chief of Staff

**SUBJECT:** FLSA Training Begins This Thursday

**DATE:** October 24, 2016

Fair Labor Standards Act (FLSA) overtime changes are coming on November 18<sup>th</sup>. Are you prepared?

Human Resources has training to help. A manager module and an employee module are available. Manager training begins this Thursday. Employee training begins November 1<sup>st</sup>. Online versions are in development.

View the full [FLSA Training schedule here](#).

Manager – FLSA Time Management, Live Sessions	Employee – FLSA Time Management, Live Sessions
<ul style="list-style-type: none"> <li>• 10/27/2016, 1:30 pm – 3:00 pm</li> <li>• 11/01/2016, 8:30 am – 10 am</li> <li>• 11/02/2016, 8:30 am – 10 am</li> <li>• 11/08/2016, 10:30 am – 12:00 pm</li> <li>• 11/21/2016, 1:30 pm – 3:00 pm</li> <li>• 11/29/2016, 8:30 am – 10:00 am</li> <li>• 11/30/2016, 10:30 am – 12:00 pm</li> </ul>	<ul style="list-style-type: none"> <li>• 11/1/2016, 10:30 am – 11:30 am</li> <li>• 11/2/2016, 10:30 am – 11:30 am</li> <li>• 11/9/2016, 11:00 am – 12:00 pm</li> <li>• 11/21/2016, 3:30 pm – 4:30 pm</li> <li>• 11/29/2016, 10:30 am – 11:30 am</li> <li>• 11/30/2016, 1 pm – 2 pm</li> </ul>

These trainings will teach managers and impacted employees what they need to know to understand the changes and handle timekeeping properly. The sessions are also an excellent opportunity to discuss any FLSA-related questions.

We hope you will encourage attendance with those in your departments.

**Registration:**

**Registration is required via OMNI HR.** To register, log into [myFSU](#) and navigate to: *HR > Main Menu > Self Service > Learning and Development > Request Training Enrollment > Search by **Course Number**> enter the course number for the manager or employee module (below) . Click “View Available Sessions”* to review available sessions and follow prompts to submit your request.

The course information is:

- **Manager** FLSA Course Number: **MGFLSA**
- **Employee** FLSA Course Number: **EEFLSA**

**Questions?** Please contact Christine Conley at [caconley@fsu.edu](mailto:caconley@fsu.edu) or (850) 644-1978.